

**Request for Information (RFI)**  
**By the Tennessee Higher Education Commission**

A. STATEMENT OF INTENT

The Tennessee Higher Education Commission (THEC) issues this Request for Information for the purpose of understanding services offered by nonprofit organizations, professional organizations, vendors, or institutions of higher education focusing on the development of a curriculum that integrates the Common Core State Standards into pre-service teacher training.

B. BACKGROUND

The Tennessee Higher Education Commission plans to issue a Request for Proposals (RFP) to support the integration of Common Core State Standards into pre-service teacher training. The curriculum will provide a common tool for all programs to use, but will allow for enough flexibility so that it can meet the specific needs of individual programs and school districts. The competitive RFP process will be held to select a national vendor to facilitate the development of this curriculum in collaboration with a state-based committee. A single curriculum will be developed that can then be adapted to fit the needs of individual higher education institutions and LEAs. The curriculum must also provide options for integrating the standards in specific content areas, as well as grade levels. The state will own the curriculum and ensure that the development is not proprietary.

C. GENERAL INSTRUCTIONS

C.1. General Information: The State is requesting the following information from all interested parties:

- a) A description of products, processes, professional development, or consulting services addressing:
  - Strategies for teaching the Common Core State Standards in specific content areas and grade levels,
  - Options for developing a statewide curriculum for teacher training programs that can be tailored to meet the individual needs of all teacher preparation programs in the state,
- b) Language that describes possible delivery systems whereby the above strategies and support could be deployed statewide.

C.2. Pricing or Cost Information: The RFI must not include any pricing or cost information. If any pricing or cost information amounts of any type (including pricing relating to other projects) are included in any part of the RFI, the Potential Proposer will not be permitted to respond to THEC's Request for Proposals.

C.3. RFI Submission Requirements: The RFI submission can be no longer than 25 pages including relevant attachments. The submission must be in Word or PDF format.

C.4. THEC Contact Information: For questions regarding the RFI or program, please contact:

Katrina Miller, Director First to the Top  
Tennessee Higher Education Commission  
615.532.7977  
[Katrina.Miller@tn.gov](mailto:Katrina.Miller@tn.gov)

C.5. RFP Contact Information: Please include the following information for whom your organization or institution requests the RFP notification be sent to: name, title, mailing address, physical address, email address, and telephone number(s).

D. INSTRUCTIONS FOR RESPONDING

D.1. Submit your response to this Request for Information to:

Katrina Miller, Director First to the Top  
Tennessee Higher Education Commission  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243

D.2. Please reference Request for Information 33201-02912 with your response to this request.

D.3. Please respond by Monday, November 7, 2011.

E. Technical Information

E.1. For technical questions regarding the Request for Information, or questions from the Office of Contracts Review, please contact:

Marcie Reece Mills, Paralegal  
Contracts Administration Manager  
Tennessee Higher Education Commission  
  
615.532.3500  
[Marcie.Mills@tn.gov](mailto:Marcie.Mills@tn.gov)